

SOLICITATION NO.: 611-12-0001  
ISSUANCE DATE: February 7, 2012  
CLOSING DATE: March 7, 2012

**SUBJECT: SOLICITATION # 611-12-0001 FOR A U.S. PERSONAL SERVICE  
CONTRACTOR PEPFAR DEPUTY COUNTRY COORDINATOR –  
ZAMBIA**

The United States Government, represented by the United States Agency for International Development/Zambia (USAID/Zambia), is seeking applications from qualified US citizens interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The PEPFAR Deputy Country Coordinator position will be located in Lusaka, Zambia.

All applications should be submitted to: Shelby Hunt, USAID/Zambia Executive Officer, via email to: [shunt@usaid.gov](mailto:shunt@usaid.gov) by close of business on March 7, 2012, 5 pm, Lusaka time. Please cite the solicitation number within the subject line of your email application. All applications must be in PDF format and under 3MB.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1

USAID/Zambia anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Shelby Patrick Hunt  
Executive Officer

**PEPFAR DEPUTY COUNTRY COORDINATOR POSITION  
U.S. MISSION TO ZAMBIA**

**SUBJECT:** PEPFAR Zambia Deputy Country Coordinator

**SOLICITATION NUMBER:** 611-12-0001

**ISSUANCE DATE:** February 6, 2012

**CLOSING DATE/TIME:** March 6, 2012

**POSITION TITLE:** PEPFAR Deputy Country Coordinator

**MARKET VALUE:** Equivalent to GS-13 salary. Final compensation based on individual's salary history, work experience and educational background. **Salaries above the GS-13 level will not be entertained or negotiated.**

**PERIOD OF PERFORMANCE:** A period not to exceed two (2) years.

**DIRECT SUPERVISOR:** U.S. PEPFAR Country Coordinator, Lusaka, Zambia

**PLACE OF PERFORMANCE:** Lusaka, Zambia

**SECURITY ACCESS:** Secret

## **POSITION DESCRIPTION:**

### **I. ORGANIZATIONAL LOCATION AND BASIC FUNCTION OF THE POSITION:**

The Deputy PEPFAR Country Coordinator, reporting to the PEPFAR Country Coordinator (PCC) in Zambia, will support the full mandate of the PEPFAR Coordination Office (PCO). The Deputy Country Coordinator will work closely with the PCC to ensure full communications between and among the various United States Government (USG) departments and agencies involved in the United States President's Emergency Plan for AIDS Relief (PEPFAR) in Zambia, communicating with the Office of the U.S. Global AIDS Coordinator (OGAC), particularly the Zambia Country Support Team Lead and interagency team, designated Embassy counterparts, and with representatives of the PEPFAR Zambia USG implementing agencies. The incumbent provides full support to the PEPFAR Country Coordinator and advice and counsel to other members of the PCO on all matters related to PEPFAR in Zambia.

### **II. STATEMENT OF WORK**

#### **A. BACKGROUND ON U.S. GOVERNMENT'S HIV/AIDS PROGRAM**

Launched in 2003 by President George W. Bush, PEPFAR holds a place in history as the largest effort by any nation to combat a single disease. In the first five years of the program, PEPFAR focused on establishing and scaling up prevention, care and treatment programs. It achieved success in expanding access to HIV prevention, care and treatment in low-resource settings. During its first phase, PEPFAR supported the provision of treatment to more than 2 million people, care to over 10 million people including more than 4 million orphans and vulnerable children, and prevention of mother-to-child treatment services during nearly 16 million pregnancies.

On July 30, 2008 the Tom Lantos and Henry J. Hyde United States Global Leadership Against HIV/AIDS, Tuberculosis, and Malaria Reauthorization Act of 2008 (H.R. 5501) was signed into law authorizing up to \$48 billion over the next 5 years to combat global HIV/AIDS, tuberculosis and malaria. In this second phase of PEPFAR, a comprehensive multi-sectoral approach that expands access to prevention, care and treatment and builds greater country ownership will continue to be pursued. As PEPFAR works to build upon its successes, it will focus on transitioning from an emergency response to promoting sustainable country programs. Moreover, a new program strategy has been developed that supports the Obama Administration's overall emphasis on improving health outcomes, increasing program sustainability and integration, and strengthening health systems.

PEPFAR plays an integral part of the Global Health Initiative (GHI) which has the mandate of supporting partner countries to improve and expand access to health services. As the largest bilateral health assistance program of the USG, PEPFAR's goals under the GHI are to:

1. Transition from an emergency response to promotion of sustainable country programs.

2. Strengthen partner government capacity to lead the response to this epidemic and other health demands.
3. Expand prevention, care and treatment in both concentrated and generalized epidemics.
4. Integrate and coordinate HIV/AIDS programs with broader global health and development programs to maximize impact on health systems.
5. Invest in innovation and operations research to evaluate impact, improve service delivery and maximize outcomes.

## **B. SPECIFIC FOCUS AREAS IN ZAMBIA**

The work in Zambia presents many challenges and requires dynamic and sustained leadership to attain the ambitious PEPFAR II goals. The need to promote sustainability and country ownership are driving principles of the PEPFAR program in Zambia, as embodied in the Partnership Framework designed by the USG and the Government of the Republic of Zambia (GRZ). On November 24, 2010, the USG and GRZ signed a Partnership Framework outlining the two nations' commitments from 2011-2015 for a collaborative response to the HIV/AIDS crisis in Zambia. The Partnership Framework in Zambia is consistent with the core principles of PEPFAR II, focusing on building capacity for a country-led response, scaling up effective prevention interventions, and laying the foundation for sustainable country programs. The Partnership Framework is aligned with the GRZ's *National Health Strategic Plan (NHSP) 2011-2015* and the *National AIDS Strategic Framework (NASF) 2011-2015*.

The Partnership Framework establishes five objectives, with a subset of expected contributions associated with each objective, that provide a reference point for more detailed, iterative planning between the GRZ and USG through 2015. The five objectives are: Prevention, Treatment/Care and Support, Mitigation of the Socio-economic Impact of HIV/AIDS, Systems Strengthening, and Capacity Development.

The Partnership Framework Implementation Plan further articulates the objectives expressed in the Partnership Framework document, further details strategies and expected achievements related to each objective, and outlines plans to monitor progress on agreed-upon targets. The Implementation Plan also provides a budget framework to guide the annual program planning for PEPFAR Zambia's estimated \$300 million per year.

The USG program in Zambia combines the Departments of State and Defense, the Centers for Disease Control and Prevention (CDC), the United States Agency for International Development (USAID), and Peace Corps to implement an integrated program covering prevention, care and treatment. These USG partners have come together to create an HIV/AIDS program that supports existing activities in Zambia, and have built national platforms for program scale-up, especially for clinic- and facility-based services, and OVC and community-based care. The PEPFAR Zambia interagency team is comprised of over 80 programmatic and technical staff and additional management and administrative support staff. The PEPFAR Coordination Office has seven full-time staff, including the PEPFAR Country Coordinator.

PEPFAR Zambia is a collaborating partner with other in-country stakeholders including, first

and foremost, the GRZ primarily through the Ministry of Health (MOH) and the National HIV/AIDS/STI/TB Council (NAC), and with other donors or cooperating partners as the lead for the HIV and AIDS Troika in Zambia. The GRZ has received funding via Rounds 1, 4, 7, 8 and 10 from the Global Fund for AIDS, Tuberculosis and Malaria.

The response from the USG includes significant investment in prevention, treatment and care, as well as capacity building and health system strengthening activities. PEPFAR Zambia's vision is that HIV/AIDS prevention, treatment, care and support activities and programs are harmonized with GRZ priorities, and are more fully integrated into other primary health care services along a continuum of care.

### **C. MAJOR DUTIES AND RESPONSIBILITIES**

- a) Working under the direction of the PEPFAR Country Coordinator, provides day-to-day coordination in implementing the USG PEPFAR strategy as presented in the Partnership Framework and Partnership Framework Implementation Plan for Zambia. Supports the PCC as the focal point for all USG matters related to HIV and AIDS.
- b) Participates in PEPFAR Zambia policy and technical discussions and strategic planning and negotiations with the GRZ, cooperating partners and the USG interagency team to implement PEPFAR investment priorities.
- c) Applies knowledge and expertise in HIV and AIDS, primary health care and health policy to situate effective HIV/AIDS strategies and programs within the broader health sector agenda.
- d) Working closely with the PEPFAR Senior Program Specialist, coordinates the implementation and monitoring of the Partnership Framework and Partnership Framework Implementation Plan for Zambia. Provides leadership for ensuring a shared vision and common goals. Leads the development of planning, budgeting, and reporting to Office of the Global AIDS Coordinator, and ensures appropriate documentation of programming and results achieved by programs implemented by all partners.
- e) Interfaces among USG agencies to ensure full and effective implementation of all PEPFAR programs and initiatives. Works with OGAC to ensure the full implementation of all PEPFAR policies and directives from Washington; and the timely submission of all PEPFAR documents including the Country Operations Plan (COP), the Annual Performance Review (APR) and all other required documentation and reporting.
- f) Manages professional staff in the PCO, including the Finance and Operations Manager, the Communications Specialist, and the Administrative Assistant.
- g) Serves as Acting PEPFAR Country Coordinator when the PCC is out of the office.

### **D. SPECIFIC TASKS TO BE ACCOMPLISHED**

**Program Development and Implementation (40% time)**

Provides leadership for the implementation and management of a cohesive PEPFAR program for Zambia that makes the best use of the comparative advantages and competencies of participating USG agencies, achieves maximum results related to PEPFAR targets and GRZ objectives for HIV and AIDS, and is optimally responsive to the needs of Zambian citizens at risk for, infected by, or affected by AIDS. Ensure that PEPFAR activities are aligned with the GRZ/USG Partnership Framework and lead the review and revision of the Partnership Framework Implementation Plan on an annual basis. Provides leadership to the PEPFAR Zambia interagency team, PCO professional staff, GRZ counterparts and other relevant stakeholders to evaluate existing strategies and portfolio composition and makes necessary adjustments.

In close collaboration with the PEPFAR Senior Program Specialist, leads the preparation of the annual Country Operational Plan (COP), COP semi-annual and annual results reports, and responds to requests for data and information from OGAC. Ensures that documentation of policy and programming decisions by OGAC are conveyed to the interagency team. Prepares and disseminates periodic internal and external updates and status reports on PEPFAR in Zambia, including budget information and results data. Internal audiences shall be limited to USG participants, including OGAC. External audiences shall include GRZ partners, cooperating partners, non-governmental implementing partners, and periodically (in coordination with the U.S. Embassy Public Affairs Officer) the Zambian media, and the general public.

**Staff Management and Mentorship (40%)**

Works with the PEPFAR Country Coordinator to establish an effective office structure that enhances work flow and builds on the talents and expertise of the USG interagency core team. Manages select professional staff on the PEPFAR Zambia team and ensures that their performance meets or exceeds established performance standards. Ensures team members are fulfilling roles and responsibilities in a timely and effective manner. Provides leadership and mentoring to professional staff to build and enhance their skills. Conducts mid-term and annual performance reviews of professional staff and provides feedback on their performance in a timely manner.

Works with team members to establish timelines for the completion of tasks and works with the PEPFAR interagency team to ensure that USG agencies are fully aware of tasks and timelines for the submission of documents both internally and externally. Promotes professionalism in all PEPFAR related work, documents and communications, both internally and externally.

Works with U.S. Mission management to identify hiring mechanisms for PEPFAR staff to ensure that the PCO is fully staffed and able to meet interagency expectations and requirements.

**Special Initiatives and Other Requests (20%)**

Supports the PEPFAR Country Coordinator to respond to requests from the U.S. Embassy Front Office, OGAC, the GRZ and cooperating partners regarding special initiatives, regional

meetings and conferences and other PEPFAR and/or HIV/AIDS-related activities. Works with the USG interagency team to ensure that PEPFAR Zambia is adequately represented in meetings and conferences and responds to initiatives and special assignments, as appropriate.

Facilitates the development of PEPFAR Zambia materials that are disseminated internally and externally including informational materials, press releases, speeches, strategy documents, etc. Ensure that all materials emanating from the PEPFAR Zambia office are of the highest professional quality.

## **E. SUPERVISION/OVERSIGHT**

General direction and supervision is provided by the PEPFAR Country Coordinator. Though the hiring mechanism is a USAID mechanism, the Deputy PEPFAR Country Coordinator will report to and be evaluated by the PEPFAR Country Coordinator. Although the incumbent will be a senior member of a very dynamic team in a fast-paced environment, he/she must be able to work independently with minimal supervision. The incumbent is accountable for the effective performance of the PEPFAR Coordination Office and the ability for team members to work together to prioritize actions for effective implementation.

## **F. MINIMUM QUALIFICATIONS**

**Education:** Applicants for this position are expected to hold at least a Master's Degree in public health, public administration, health policy, or a related subject that affords an understanding of managing HIV/AIDS and other public health initiatives.

**Experience:** Eight to ten years of progressive, professional-level experience at the program management level with some background in HIV/AIDS required. The incumbent should have a proven track record managing large teams and complex processes as well as experience living and working in developing countries. Because this position is a high level advisory position supporting the efforts of the PEPFAR Country Coordinator and the PEPFAR Coordination Office, it demands an incumbent with credentials and credibility. Ability to perform at a senior level must be demonstrable, and experience applying effective communication and leadership skills is essential. Experience with health, preferably HIV/AIDS programs in Africa, is desirable.

**Language:** Fluency in English (speaking, reading and writing) is required. The position has demanding writing responsibilities. Knowledge of the terms related to HIV/AIDS and health system issues related to service delivery is required.

**Skills and Abilities:** Ability to use software programs for internal management and presentations is required. Must have excellent interpersonal skills and ability to work constructively in a team structure. Must have demonstrated experience adapting to, and working effectively in, different cultures. Ideal candidate will have facilitation, conflict negotiation and resolution skills. Must have prior experience supervising professional staff. Previous experience in collaborating with host country professionals is desirable.

## **G. PERIOD OF CONTRACT/DETAIL**

The position is for two years.

## **H. OTHER REQUIREMENTS**

The selected applicant must be able to obtain a U.S. Government Secret security clearance and medical clearance.

## **III. SELECTION CRITERIA**

### **A. KNOWLEDGE, SKILLS AND ABILITIES**

The minimum qualification listed in section 4 above determines basic eligibility for the position. Applicants are required to address each KSA below describing specific and actual experience, education and training relevant to each factor. Each section is limited to 1,000 characters only.

1. Provide examples that demonstrate your experience in operating effectively in cross-cultural environments and working within interagency settings. Highlight leadership, management and teamwork skills.
2. Describe your knowledge of and experience working with or supporting PEPFAR programming. Highlight your ability to develop and coordinate design and management of multi-partner work plans for major time-sensitive and complex projects; and discuss your ability to facilitate large, multi-agency teams towards deliverables within established time frames.
3. Provide specific examples of your oral communication skills and style; and describe your experience facilitating meetings, and group decision-making processes.
4. Please provide a writing sample where you are the primary author. Sample not to exceed 5 pages.

### **B. SELECTION FACTORS:**

#### **ABILITIES AND SKILLS (50 points):**

- Excellent management, coordination, interpersonal and teamwork skills.
- Demonstrated judgment, maturity, ingenuity and originality to interpret technical and political opportunities and constraints.
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Strong public speaking skills.
- Familiarity with USG systems and implementation mechanisms.



- Experience in operating effectively in a multi-cultural environment and working within an interagency setting.

#### **WORK EXPERIENCE (30 points):**

Eight to ten years of progressive, professional-level experience at the program management level with some background in HIV/AIDS required.

#### **EDUCATION (20 points):**

Applicants for this position are expected to hold at least a Master's Degree in public health, public administration, health policy or a related subject that affords an understanding of managing HIV/AIDS and other public health initiatives.

#### **C. PROCESS:**

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the minimum educational and work experience requirements will not be scored. As part of the selection process, final candidates may be interviewed either in person or by telephone at the committee's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant. Only finalists will be contacted by the interview committee with respect to their applications. The final selected candidate must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

### **IV. INSTRUCTIONS TO APPLICANTS**

Interested applicants must submit: (i) his/her most current curriculum vitae (CV) or resume. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. **(The SF 171 or OF 612 must be signed and those submitted unsigned will be rejected.)** Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. Only the highest ranking applicants may be selected for an interview.

#### **LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html)

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). \*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*
5. Finger Print Card (FD-258). \*

\* Standardized Regulations (Government Civilians Foreign Areas).

\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

### **CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS:**

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website:

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc)  
to determine which CIBs/AAPDs apply to this contract.

## **V. BENEFITS & ALLOWANCES**

The position is typically authorized the following compensation amenities:

### **A. BENEFITS**

- (1) Employee's FICA contribution
- (2) Contribution towards health and life insurance
- (3) Pay Comparability Adjustment
- (4) Annual pay increase
- (5) Eligibility for Worker's Compensation
- (6) Annual and Sick Leave
- (7) Access to the U.S. Embassy medical facilities, pouch/DPO mail service

### **B. ALLOWANCES (if applicable)**

- (1) Temporary Lodging Allowances (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Separate Maintenance Allowance (Section 260)
- (6) Education Allowance (Section 270)
- (7) Education Travel (Section 280)
- (8) Post Differential (Chapter 500)
- (9) Payments during Evacuation/Authorized Departure (Section 600)

(10) Danger Pay (Section 650)

**C. FEDERAL INCOME TAX**

This position is not exempt from payment of U.S. Federal Income Tax under the foreign earned income exclusion.